

Board Meeting Minutes February 4, 2014

A regular meeting of the Channing Hall School Board was held Tuesday, February 4th, 2014 at 6:30 pm, located at 13515 South 150 E Draper, UT 84020

Present: Rachal Milford, Stephanie Frohman, Nicole Hawkins, Dawn Lords, Cynthia Thorsen, Eunie Piper (excused late), Debra Didier (excused late)

Excused: Michelle Crowley

Public Present: Heather Shepard, Kim Miller

Rachal opened the meeting and asked if there are any objections to agenda. With no objections, the agenda is approved.

Rachal asked for any objections to approve the minutes from 1/09/2014 Board Meeting and the conference call on 1/22/2014. With no objections, the minutes are approved.

PUBLIC COMMENT: none

EXECUTIVE COMMITTEE REPORT: Rachal presented

Shout Outs: Thanks yous were sent to Rebecca Kern for organizing the science fair and Eunie Piper for annual giving

GBOT Training: Listened to Brian Carpenter audio training "Where the Heck Are You?" where the 15 documents all board members should have and be familiar with were covered. Those 15 documents are:

1. School Charter
2. Incorporation documents & bylaws
3. Contact information for board members
4. Contact information for the board attorney (or individual responsible for legal issues)
5. Contract with management company
6. Board member job descriptions
7. School performance data
8. Minutes from the past 12 months of board meetings
9. Insurance/liability coverage
10. Audit results
11. Board policies
12. Debt information
13. Board code of conduct
14. Conflict of interest statement (if applicable)
15. Form 990 (IRS)

ADMINISTRATOR'S REPORT: Heather Shepard presented

DIBELS: Update – Mid-year results showed a increase in numbers for all grades reported to the state (1st, 2nd & 3rd).

Extended Day Learning: Update – 140 new kindergarten families have registered for the lottery to date. Of those families, 19 expressed interested in extended day learning. The program requires 16 students to break even with a goal of 24 students. The curriculum will be an extension of the current kindergarten curriculum but no teacher has been hired yet. An announcement of this program will be added to the newsletter and website.

Hiring – Update – A kindergarten position is open and additional position may open for next year.

FINANCE COMMITTEE REPORT: Debra presented – Everything “Looking good”. A full report has been sent to all board members prior to the meeting. Looking at and getting bids from multiple auditing firms, including the firm currently being used.

STRATEGIC PLANNING: Stephanie presented

Charter Fidelity Pilot:

- The State Charter School Board unanimously approved our charter amendments on January 17th. (Stephanie and Heather represented Channing Hall)
- As part of the process, Marlies Burns’ staff compiled a report on Channing Hall’s key metrics. Bottom line: we are in great shape in the eyes of the state.
- We are on track for our “fidelity audit” visit in March.

Channing Hall is held in high regards and used as a pilot for new ideas.

Revenue Streams:

- A fee-based, Extended Day Kindergarten program was approved at the board call on January 22nd. Jacki is offering it as an option in the lottery beginning this week. Heather has written a description of the program that will go out to current families with the “Intent to Enroll” forms.
- Ralph has done the math and Extended Day Kindergarten will break even at about 16 students. We have capacity for 26. If we have fewer than 16 by June, we will explore other options. We will not take a financial loss on the program.

Middle School Marketing:

- In order to maximize enrollment for our middle school, we’ve made the following investments:
 - Advertised our lottery in the South Valley and Draper Journals
 - Hung lottery banners on our east and west fences

- Scheduled a New Family Welcome Night for 3/20 at 6:00 pm to engage new families drawn in the lottery.
 - Including teachers to meet new families and student council to give tours to new students was suggested.
 - Need to get more information out to new families as early as possible (ex: Family Handbook, dress code, pick up/drop off times, etc.)
- Scheduled a middle school orientation for 5/22 at 2:00 pm (same as kindergarten orientation) for all 5th grade and new middle school families.
- Moved up due dates for middle school fees to try to get an earlier picture of who is staying
- Dawn's PR team is working on a photo slideshow of "What's Cool at our School" to be shown at New Family Welcome, middle school orientation, possibly Q3 middle school student-let conferences and Facebook.
- Jacki and Heather are also planning to slightly over-enroll middle school from the lottery, expecting some attrition.

Dashboard – only metric seen as a challenge for CH is debt ratio to occupancy. This is related to the purchase of real estate at the peak of the market.

PUBLIC RELATIONS COMMITTEE: Dawn presented

- "What's Cool at our School" slideshow in development to present at orientation and shared with annual giving auction donors. There is an option to expand to other events if there is a good response. Before posting publically, a review is being done to insure there all photos and music are ok to use.
- Banners advertising lottery are hung on 150 East and 300 East fences.
- Annual report – a discussion of design and layout will be added to the March board meeting agenda.
- Sponsor banners (as seen at Lincoln Elementary) - Need to get more information.

POLICY REPORT: Rachal presented

Head of School Accountability edited to remove the unmeasurable verbage "reasonable". Revised version will be emailed for review.

CLOSING REMARKS: none

Rachal entertained a motion to adjourn the meeting. Dawn made a motion to adjourn. Eunie seconded. With no objections, the meeting was adjourned at 7:40 pm.